

BPA Guidelines for Computer Equipment Purchases

As part of BPA's internal review of contract proposals, the Division of Fish and Wildlife is asking for detail on IT purchases to ensure they are reasonable and appropriate. BPA is required to take steps to ensure our contractors are making cost-effective purchases of supplies, materials, equipment, and all other non-labor and indirect costs.

Below are General Guidelines for computer purchases associated with Fish and Wildlife contracts:

- The average price point for most PC and laptop purchases
 - PC: \$1500-\$2000
 - Laptop: \$2000-\$2500
- BPA's current life cycle for desktop PCs, laptops, and printers is a minimum of 5 years.
- Computer leases are not recommended for any long-term (12 months or more) acquisition of computers because they cost more than outright purchase of computers over the life cycle.
- As a general policy, BPA has not been recommending the following items be purchased with computer acquisitions because they do not provide the best value for us:
 - Flat Panel Displays
 - DVD drives
 - Digital cameras (as optional equipment with the PC purchase)
 - Deluxe carrying cases